

Using the Kobo with Windows

Step One: Install Software

1. Go to www.brockvillelibrary.ca,
 - a. Choose "Library Services" from the drop down menu
 - b. select eReader Loans
 - c. click on the Overdrive logo.
2. Scroll down and on the left hand side, choose the link to install Adobe Digital Editions (ADE) <http://www.adobe.com/products/digitaleditions/library/>.
 - a. Click "Get Adobe Digital Editions" (ADE)
 - b. Click "Download Now" (on the right)
 - c. Click "Launch".
 - d. Click "Install" again. Click "Yes" to allow the installation of ADE.
 - e. A window will appear on screen. Follow the prompts as follows: click "next"; choose location to install (the default it gives you is fine); click "install"
 - f. Agree to install ADE
 - If the installation window does not appear, you may need to minimize your internet browser and the window may be behind it.
 - Also check the top of the screen (just below the toolbar) for any warnings saying a pop-up window has been blocked. If this occurs, click the option to allow the pop-up window to appear and try installing again.
 - If it says it stopped because the download was taking too long, just try it again.
3. Once it's installed, open Adobe Digital Editions (ADE) program from shortcut on desktop (it may open on its own)
 - a. When the ADE setup assistant starts, click "continue"
 - b. Choose the option to authorize the computer.*
 - c. Enter your Adobe ID (which is usually your email address and your password).
 - d. If you don't have an Adobe ID you need to create one by clicking on "Get an Adobe ID online" or go to: <https://www.adobe.com/cfusion/membership/index.cfm>
 - * If you already did this and chose not to authorize the computer, you will need to go and do so in order to transfer items to the kobo. To do this: at the top of the screen in ADE, click where it says "library" and a drop-down menu will appear. Choose "authorize computer"
4. Once you've created a username and password, go back into ADE and input them. This will authorize your computer.
 - a. Click "Activate"
 - b. Click "Finished"
 - c. Close ADE.
5. Now you need to install the Kobo reader

- a. Plug the eReader into the computer. Windows should recognize it as an external drive, accessible via My Computer (under Start menu or desktop icon) or it may come up on its own. The software is on the device under Desktop Installers.
 - b. You need to choose Manage Your Library on the screen of your device when connecting to the computer if you want to transfer content. If you don't select this option then ADE doesn't recognize that it's connected and able to copy to it.
 - c. Choose Windows.
 - d. Double click the setup file to install. This will install the software to buy books from Kobo store but also makes sure that the computer can connect to transfer books to the eReader.
 - e. Unclick "Run Kobo Destop". Click "Finish".
6. Open ADE while your Kobo Reader is still connected - it should prompt you to authorize the device using the Adobe ID you've already created (although it may not do this). Click "Authorize Device".
 7. Close ADE.

Step Two: Choose Content

1. Go to Overdrive (<http://downloadcentre.library.on.ca>) to download books.
2. Click login first so you will have access to additional copies of popular titles that have been purchased by the Brockville Library.
 - a. Choose Libraries A-E, then Brockville Public Library,
 - b. Enter your library card number and PIN # (the same PIN you use to log into our catalog from home. If you don't know it, call us).
3. Overdrive works similarly to most online shopping - add to cart, continue or checkout.
4. Search for a title:
 - a. From the menu options on the left, you can browse ebook fiction or
 - b. Use the Advanced Search for detailed searches or if you only want to find books that are currently available.
 - i. Under format, choose epub (Kobos don't work well with pdf so you could try using those but may not be able to change the font size),
 - ii. you can also browse for subject and then check the box at bottom to only look for items that are checked in / available. (if you're looking for a specific title or author, don't check the box but the majority of time, you'll have to go on the hold list)
5. Browse your results list.
 - a. Once you find a title you like, click Add to Cart.
 - b. Either continue Continue Browsing or Proceed to Checkout.
 - c. When ready go to checkout and choose either a 7 or 14 day loan period. Files will automatically expire / stop working at end of time period. You can have 5 items out at once.
 - d. Click "Confirm Checkout".

Step Three: Download / Transfer to Device

1. In the Account area under “Checkouts” click “Download” and a dialog box will open.
 - a. Choose Open and it should download to the ADE software. (**This may depend on what web browser you’re using – Chrome doesn’t give you Open or Save, it just automatically saves a link so you need to click on the title in the bottom right corner to have it open.**)
2. Your book will open in ADE to the Reading view
 - a. Click on the icon of a set of books on top left corner to “Go to Library View”. This will show you a list of bookshelves (content on your hard drive) and your ereader.
3. The Kobo eReader should be listed on the left hand side and your downloaded titles are on the right - just drag and drop (like iTunes).
4. Close ADE, and eject your eReader as you would a usb key – there’ll be an icon in your taskbar by the time.
5. Once disconnected, there may be a message on your Kobo screen saying “Please wait while processing new content”. Do not turn off your eReader until this message is gone.

Step Four: Using the Kobo ereader

1. Choosing a book:
 - a. Home button will take you into “I’m Reading”,
 - b. press down on the large square button (Dpad) on the front of the Kobo reader to select a book
 - c. press in the centre of the Dpad to Enter/open the book. If you hit up on the Dpad, you’re taken to an alphabetical listing of all books on the ereader (100 classics plus whatever you’ve downloaded).
2. Reading a book: pressing right / left on the Dpad to turn pages (forward, backward). It will always remember the page you’re on even if you hit Home and go into a different book. The menu button will give you a quick way to move through chapters.
3. Changing font style and size:
 - a. Go to Menu
 - b. Select Display
 - c. Click up and down to adjust settings. See Kobo Quick start guide for more settings and options.
4. Turning off: Pressing power for a few seconds will put it into Sleep mode, pressing and holding for longer will Power Off.
5. Charging: There is a USB cord included in the bag. You need to charge for around 4 hours by plugging the reader into your computer.

Things To Do Before Returning the Kobo Reader

1. While not mandatory, you should deauthorize the ereader before returning to the library. Adobe Digital Editions allows you to use up to 6 devices with your user name. If you keep borrowing ereaders from the library (and authorizing device each time), eventually you will get an error message that there have been too many activations and then you'll need to create a new username or contact Adobe to have them reset your account.

Deauthorizing ereader:

- With the eReader connected to the computer in ADE, click on the ereader and use Control, Shift, E on keyboard to deauthorize device.

Deauthorizing computer

- In ADE, click on the Bookshelves, All Items and use Control, Shift, D on keyboard to deauthorize computer.

2. eBooks will automatically expire and will be deleted by us after it is returned BUT it can also be checked back in early by you. To keep holds to a minimum. To do either,
 - a. Plug in the Kobo reader
 - b. Open Adobe Digital Editions
 - c. Click the arrow to the left of the title and either delete item or return borrowed items. You need to delete from the bookshelves and from your eReader (just click on either to see list of contents).

***Please be advised that this eReader is the property of the Brockville Public Library and will be reset to factory defaults upon each return to ensure complete privacy. All personal information, including passwords, usernames and purchased content will be deleted before it is available to the next patron.

Additional Information

When you login to Overdrive, it automatically opens to the My Account page – here you can look to see how many items you have checked out, where you are on hold list, items on your wish list and can change the default loan period to 7 or 14 days.

Titles held by the province are usually checked out. You can place up to 3 holds by giving your email address. Upon notification, you have 3 days to go to site and look in My Holds to add to the cart and checkout.

In ADE you can change from a cover/thumbnail view of your books on the Kobo reader to a list by clicking on the top right of the icon. This will give you an easy way of seeing the time left before you eBook expires.